



**Anne Arundel County**  
**OFFICE OF CENTRAL SERVICES**  
**Records Management Division**

Schedule No.

C-732

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**RECORDS RETENTION AND DISPOSAL SCHEDULE**

**AGENCY** Planning and Code Enforcement

**DIVISION** CATV

Item No.	Description	Retention
1.	<p>CABLE TELEVISION FILES</p> <p>Documents, Correspondence, complaints, reports, etc. pertaining to cable television franchises.</p>	<p>RETAIN FOR THE LIFE OF THE FRANCHISE, PRESENTLY A FIFTEEN YEAR TERM. Then destroy.</p>

Schedule Approved by  
Records Management Officer

8/1/94 Josephine Lee  
Date Signature

Schedule Approved by  
Chief Administrative Officer

8/1/94 [Signature]  
Date Signature

Schedule Approved by  
Agency, or Division Representative

6/23/94 [Signature]  
Date Signature

Schedule Approved by  
State Archivist

8/29/94 [Signature]  
Date Signature

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Anne Arundel County

2. DIVISION

Planning & Code Enforcement

3. UNIT

Cable Television

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Cable Television Files

5. EARLIEST YEAR / LATEST YEAR

1985 to Present

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Documents, correspondence, complaints, reports, etc. pertaining to cable television franchises.

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size      ☐ Microfilm  
☐ Legal Size      ☐ Computer Tape  
☐ Bound Book      ☐ Floppy Disk  
☐ Audio Tape      ☐ Video Tape  
☐ Other (Specify) \_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical  
☐ Numerical  
☒ Chronological  
☐ Geographical  
☐ Other (Specify) \_\_\_\_\_

9. VOLUME

- ☒ File Drawer(s)  
☐ Microfilm Reel (s)  
☐ Computer Tape (s)  
☐ Other (Specify) \_\_\_\_\_

1

Number

10. ANNUAL ACCUMULATION

- ☒ File Drawer (s)  
☐ Microfilm Reel (s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

1

Number

11. FILE IS USED

- ☐ Daily      ☐ Weekly      ☒ Monthly

12. FILE BECOMES INACTIVE AFTER

15

Number

- ☐ Month(s)      ☒ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

2664 Riva Road, 2nd Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes \_\_\_\_\_      ☒ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes \_\_\_\_\_      ☒ No

16. AUDIT REQUIREMENTS

- ☒ None      ☐ State      ☐ Federal      ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes \_\_\_\_\_      ☒ No

18. RECOMMENDED RETENTION

Retain for the life of the franchise, presently a fifteen year term.

19. NAME AND TITLE OF PREPARER

Chauncey Berdan, Cable Administr.

20. TELEPHONE NUMBER

(410) 222-7798

21. DATE

20 May 1994